

Individual Tax Checklist for 2009

√	EVENT	DOCUMENTS OR INFORMATION NEEDED
1	Married, divorced, or separated in 2009	Married – prior year return of both spouses Divorced – copy of the divorce decree Separated – copy of the separate maintenance agreement
2	Birth or adoption	Social Security cards and adoption papers
3	Death of child or spouse	Date of death –
4	Additional members of household	Date of occupancy and relationship
5	Job change	Start date; W-2s from all employers and end of year paystubs
6	Unemployment	Unemployment form
7	Retirement contribution	Type of plan – Amount of contribution
8	Retirement distributions	Form 1099-R
9	Social Security benefits	Form 1099-SSA
10	Sale of stocks, bonds, etc.	Form 1099-B or other sale documents; basis or original costs
11	Purchase of stocks, bonds, etc., personal residence, or other real estate	Purchase documents; closing papers
12	Inheritance	Will; K-1 from the estate
13	Trade any property	Date of trade, property given up and property received, basis and FMV; qualified intermediary sales agreements or closing papers
14	Start or end a small business	Formation or termination dates; Property contributions or distributions
15	Lawsuit settlements	Date received; reason for the settlement; 1099-MISC
16	Rental property	Income; expenses; new property purchased
17	Prizes	Form 1099-MISC; value of prizes not included on Form 1099-MISC
18	Lottery or gambling winnings	Total amount won whether on W-2G or not ; total amount of losses
19	Health insurance, medical, dental, or drug expenses	Health insurance premiums; post-taxed payments; totals of other medical, dental, and drug expenses. If the health insurance is pre-taxed (i.e. cafeteria plan, Sec. 125, POP), premiums have already been deducted from the wage.
	Medical miles (24 cents per mile)	Total miles driven–
20	State taxes income, property taxes paid, sales tax paid on vehicles, motorcycles, or homes	Prior year's income tax return; property tax bills; closing papers from the purchase or sale of property; letter from the state regarding any change in a prior filed return
21	Purchase or refinance a home; first-time homebuyer prior to 12/1/09	Closing papers from purchase; Forms 1098
22	Charitable contributions of money, property, or out-of-pocket expenses	Date and type of contributions, knowledge that receipts from the organizations have been received; mileage log for charitable work
	Charitable miles (14 cents per mile)	Total miles driven–
	Transfer of IRA to charity	Brokerage statement showing transfer
23	Job-related expenses	Meals, lodging, and miscellaneous expense amounts for items related to employment
	Business miles (55 cents per mile)	Total miles driven, business miles driven per vehicle–
24	Educational or student loan interest expenses	Form 1098-T for parents or children; interest record for student loans; if the child is a student, the form will come to the child.
25	Child or disabled spouse care	The name, address, and ID number of the day care provider; the amount paid to the provider; if the provider comes into your home, a W-2 may be required.
26	Energy credit	Information regarding the purchase of qualifying vehicle, windows, doors, furnace, solar, or other energy upgrades.
27	Bankruptcy filing	Date filed–
28	Debt forgiveness or abandonment of property	Form 1099-A for abandonment Form 1099-C for cancellation
29	Gifts	If over \$13,000 per person – the amount, name, identification Number, and address of person to whom you gave the gift
30	Foreign Bank Account	If over \$10,000 – information will be needed
31	Interest & Dividend Earnings	Forms 1099-INT & 1099-DIV
32	Partnership, Trust or S Corporation	K-1 from the Partnership, trust, or Corporation